

General Procedure – Campus Space Management: Office Moves

Purpose:

The purpose of this procedure is to promote effective and efficient use and management of Bismarck State College building space. BSC recognizes the need for a more strategic, innovative, and efficient means to allocate the space available. All BSC buildings and space allocations are subject to assignment to meet the overall needs and best interest of the institution and its patrons. In order to better serve the students, faculty, staff and community, the Vice President of Operations/CFO is responsible to assess the best use of space.

Procedure:

A [Space Utilization Form](#) must be completed and approved for any request for occupying building space. Space requests include but are not limited to Intra Departmental, Department Move, Change of Space Function, Temporary Move, Request for Additional Space, New Location, etc.

The office move form ensures that resources including financial, human and space, have been reviewed. Completion of the checklist begins the collaborative process needed for any move so that all departments involved with any move can plan accordingly and coordinate activities. Each move on campus involves the coordination of at least the following areas: Information Technology Solutions and Services, Buildings and Grounds, Mail Center, Human Resources, Campus Safety & Security, Inventory, Campus Information Center, College Relations and Facilities Usage.

1. Complete the Space Utilization Form and obtain your department's VP approval and signature.
2. VP would discuss request with VP for Operations.
3. VP for operations will submit Space Utilization Form to Buildings and Grounds. All costs incurred will be the responsibility of the requesting department.
4. Buildings and Grounds will evaluate with all relevant areas. Then the checklist will be forwarded to the EC for evaluation.
5. The EC will review the proposed move to determine feasibility based on the priorities outlined below.
6. After the EC completes the review, a recommendation is made to the VP for Operations.
7. The VP for Finance and Operations will make the final determination of approval or non-approval and will notify the departments requesting the move.
8. If approved, the process outlined in the Space Utilization Form will proceed.
9. The EC will be responsible to regularly review strategic space management needs on an annual basis.

Priorities:

The priorities (listed in order) for effective and efficient campus space allocation, in relation to BSC's overall facility usage plan, are as follows:

1. Availability of financial resources.
2. ADA compliance is mandatory. Allocations that reduce accessibility will not be made.
3. Allocations of space will favor those changes that foster the long-term goals of BSC as outlined in the Master Plan.

4. A high priority will be placed on space allocations that support BSC's Strategic initiatives.

History of This Procedure:

First procedure draft reviewed by the Operations Council on September 23, 2015 and approved by the Executive Council on September 28, 2015.

Revisions: March 28, 2016; October 12, 2016; October 8, 2020; approved by the Executive Council on February 18, 2021.